

S-E-C-R-E-T

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140095-8

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/OS-13

1. TITLE OF REPORT (if a fill-in report include Form No.)

Projected Use of 2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

☒ TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annually

6. DISTRIBUTION (No. of components not
number of copies)
1 (OTR/EA)7. FORMAT (memorandum, form
computer print-out, etc)
Memo

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memo from OTR/EA, 1 Dec and
1 June (each year)10. PREPARING COMPONENT (include lowest level
contributing information to report)

DC/OS/ST

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

0

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-7	4.50	.5	2.25	2	4.50

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

4.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

We were asked to do this. We have no idea how useful it is.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS ☒ OTHER (explain) Don't know.
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

DOLLARS

?

? STAT

16. DATE OF INVENTORY

5 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION

FORM 1142

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(22-36-43)